

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Assistant Finance and Administrative Services Director	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 43

**Definition:** Manage several or all Finance and Administrative Services divisions, including accounting, treasury, budget/analysis, utility billing and other divisions as assigned. Responsibilities include managing department staff, operations and automated systems, as well as to assist the Finance and Administrative Services Director in the planning, organization, review and maintenance of the fiscal management of the City. Assists in overall management of the Finance and Administrative Services Department.

**Distinguishing Characteristics:** The Assistant Director level recognizes positions that serve as full-line assistant to a director or assume responsibility for a major division and, in addition, perform general administrative tasks for a director.

Receives general direction from the Finance and Administrative Services Director.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist the Finance and Administrative Services Director in managing and directing the department.
2. Assist in developing department goals and objectives; assist in development of and implementation of policies and procedures.
3. Develop and implement the accounting and budgeting work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Manage, plan and administer the work of various division's staff.
5. Exercise significant, independent authority and judgment in interpreting and applying financial policy.
6. Plan the implementation, management, maintenance and training for the City's on-line accounting system.

7. Assist in the planning, administration and interpretation of the City's fiscal policies and procedures.
8. Oversee the work of the Accounting staff in areas such as payroll, accounts payable, internal audit, inventory control and general accounting.
9. Prepare and manage the preparation of complex financial and management reports, including preparation of presentations to the City Manager and City Council when required.
10. Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
11. Oversee the preparation of the annual audits and annual financial report.
12. Oversee and manage the preparation of monthly and annual financial reports, including the City's annual budget.
13. Assist in the development and implementation of the City's investment strategy; assist in evaluation of the City's investment portfolio.
14. Devise, implement, document and maintain financial policies, systems and procedures.
15. Review legislative actions and supervise financial transactions and other activities as necessary to assure legislative compliance.
16. Provide support and advice as necessary to the City Manager, Employee Services and other departments on financial policy matters.
17. Assist in the preparation of detailed financial statements.
18. Manage large and complex projects by coordinating work with other City divisions and departments as well as other financial institutions.
19. In cooperation with the Finance and Administrative Services Director, assist in the strategic planning, coordination and implementation of overall departmental policy and administration.
20. Represent the Finance and Administrative Services Department in meetings and on committees.

21. Negotiate contracts assuring compliance with City policies and sound management practices.
22. Assume role of acting Finance and Administrative Services Director in his/her absence.
23. Provide department leadership.
24. Represent the Finance and Administrative Services Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
25. Research and prepare technical and administrative reports; prepare written correspondence.
26. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Generally accepted accounting principles as related to municipalities; interpretation of financial reports, principles of financial analysis, principles and practices of public administration; principles and techniques of budget and financial analysis; computerized systems, including development and use of microcomputer spread sheets; principles of supervision, training and performance evaluation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; principles and practices of organizational analysis and management; modern office procedures and computer equipment.

Ability to: Prepare budgets and complex financial reports; analyze detailed and complex financial data; effectively use microcomputers, including micro-computer spread sheets; manage large complex projects concurrently and work under stress; interpret and explain Department policies and procedures; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; establish and maintain effective working relationships with those contacted in the course of work.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of professional governmental accounting experience, at least two of which must have been performing complex financial and budgetary analysis in a supervisory role. Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field. A master's degree in business/public administration or finance is desirable. CPA preferred.

Established January 1994

Revised

CLASS SPECS

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